Section 4 Reports

Report generation and printing in TRACS is centralized in this function.

Accessing the Reports Function

To access the Reports function, log on to the IPAC System and choose the "TRACS" option from the **IPAC System Main Menu** as explained in the *Introduction*. The **TRACS Main Menu,** shown in Figure 4.1, will display.

Figure 4.1   TRACS Main Menu

The Reports function has a drop-down menu that allows you to select a report before entering the function. You can display this menu by clicking on the down arrow to the right of the default report name as shown in Figure 4.1.

All of the TRACS reports will be discussed in this section, but the reports that appear on your menu will vary according to the authorization associated with your Logon ID. Figure 4.2 shows the **TRACS Main Menu** with the Reports Menu displayed.
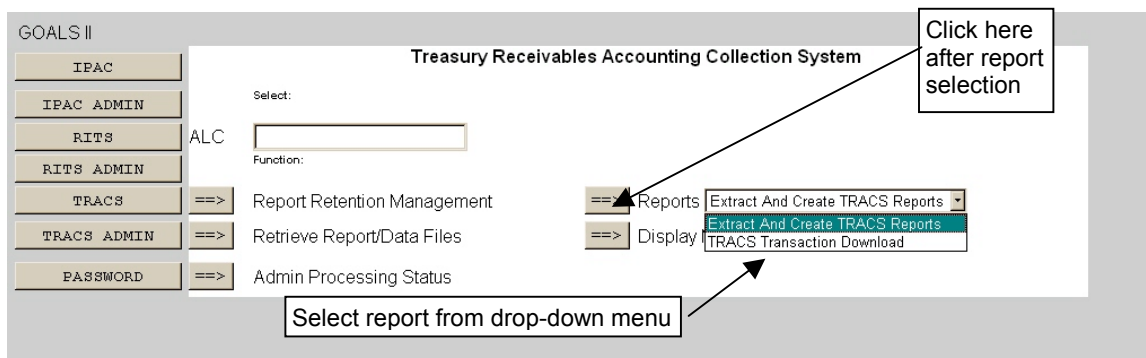
Figure 4.2   TRACS Main Menu with Reports Menu

ALC

The data entry field on this screen is the **A**gency **L**ocation **C**ode (**ALC**). This is the ALC of your agency or of the agency for which you are doing business. Your Logon ID will determine the ALC(s) for which you are authorized to do business within TRACS.

If you are only authorized to act on behalf of **one ALC**, that ALC will display in the ALC data entry box.

If you are authorized to do business for **multiple ALCs**, those ALCs will display in a drop-down list box for the ALC.

If you are authorized to do business for **more than 25 ALCs**, the ALC field will display as a blank data entry box.

Completion of the ALC field is not required on the **TRACS Main Menu** to access the Reports function.

Report Selection

Highlight and select the report you want to generate from the drop-down menu. This report will then show in the selection window next to the "Reports" button. Click "Reports" as shown in Figure 4.2.

Extract and Create TRACS Reports

This report allows you to view all TRACS transactions, within specified dates, by ALCs, with either a Summary of the Transactions or a Summary with Detail included. When you highlight the **Extract and Create TRACS Reports** option on the Reports menu, and select the "Reports" button, the **Report Request** screen, for this report titled "**Extract and Create TRACS Reports:**" shown in Figure 4.3 will display.

Figure 4.3   Extract and Create TRACS Reports

Report Options

There are two types of reports which may be requested from this screen, a **Summary Only** report and a **Summary with Detail** report.

Summary
This report shows the ALC, bill number, transaction type and accomplished date of the IPAC transaction. This report provides a list of all the Z bills.

Summary with Detail
This report shows a list of the Z bills and all of the supporting information for the transaction.

Extract and Create TRACS Reports data entry fields:

Report File Description
This field is used to name and/or describe the report. It will be this name or description that displays in the system when you later retrieve the report for viewing, printing or discarding. The description that you assign to the report should be as meaningful as possible to help with later report identification. This description does not print on the report itself. This field is not required, but its use is strongly recommended.

Footer Comments
The contents of this field are printed on the bottom of each page of your document or report. Figure 4.8 shows a sample report with the location of the Footer Comments marked. This field is not required and may be left blank.

ALC
If you entered an ALC in the ALC field on the **TRACS Main Menu**, that ALC will appear in the first data entry box below the **Enter ALC(s) Here:** label. You can enter up to 25 ALCs for whom you are authorized to do business in the data entry boxes. At least one ALC must be entered.

Start Date

End Date

Enter the dates for which you want to retrieve the TRACS transactions. Both of these fields are required. Dates must be entered in YYYY-MM-DD format. Transactions before the Start Date or after the End Date will not be included in the report. These fields are required.

Transaction Types

Summary Only

This report does not reference individual transactions. You do not need to specify Transaction Types when requesting this type of report and Transaction Types specified will have no affect on the report generated.

Summary With Detail

This report shows individual transactions. You must specify at least one Transaction Type for this report request. The available options include the four types of transactions handled by the TRACS application**:**

Payment Over Cancellation

Reclamation Credits

Unavailable Check Cancellation

Limited Payability Cancellations.

These Transaction Types are discussed in the *Introduction* and defined in the *Glossary*. Any or all of these transaction types may be selected by clicking to mark the Yes option button next to the listed Transaction Type. To request the **Summary with Detail** report, at least one Transaction Type must be marked as Yes.

Extract and Create TRACS Reports function buttons:

"Summary Only"

Accepts the information on the screen as the Report Description, Report Footer, Start and End Dates and ALC criteria, generates the Summary Only report data and displays the **Report Statistics** screen shown in Figure 4.7.

"Summary With Detail"

Accepts the information on the screen as the Report Description, Report Footer, Start and End Dates, ALC and Transaction Type criteria, generates the Summary with Detail report data and displays the **Report Statistics** screen shown in Figure 4.7.

"Clear"

Returns the data entry fields to their state the last time the screen was displayed.

"Return to TRACS Main Menu"
> Discards any entries you have made in the fields on this screen and returns you directly to the TRACS Main Menu.

"Help"
> Displays the system help for this screen.

Report Statistics

Figure 4.7 illustrates the **Report Statistics** screen used to view or print reports.
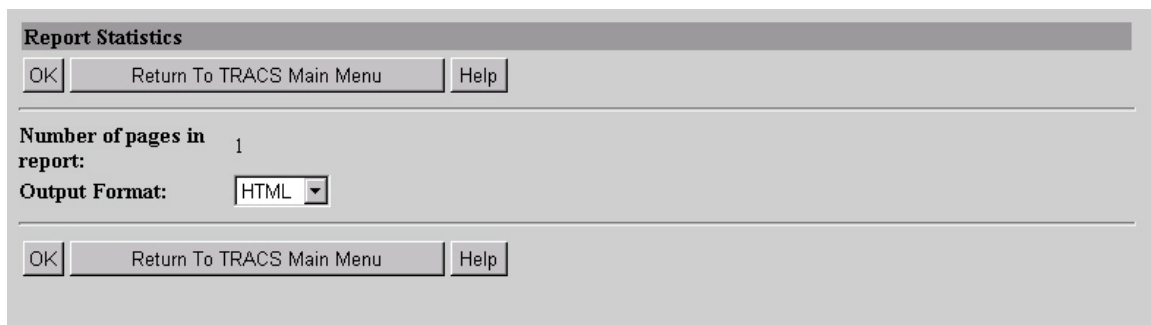

Figure 4.7   Report Statistics

This screen tells you the number of pages the report or document will have and provides you with a drop-down menu of output formats.

Output Formats

The Output Format choices on the Report Statistics screen are HTML and PDF.

HTML (Hyper **T**ext **M**arkup **L**anguage**)**
> This is the document format used on the World Wide Web and is the default choice. Choose this option to view the report immediately. The report is generated in HTML format and displays in the Report Viewer. The TRACS Report Viewer is discussed in the *Introduction*.

PDF (Portable **D**ocument **F**ormat**)**
> A file format, read with an Adobe Acrobat® reader, for saving the report to a file or for viewing or printing the report. The Adobe Acrobat reader is discussed in the introduction to this manual.

Function Buttons

The function buttons on the **Report Request** screen are:

"OK"
Accepts the Output Format selected and generates the report..

"Return to TRACS Main Menu"
Discards any entries you have made in the fields on this screen and returns you directly to the TRACS Main Menu.

"Help"
Displays the system help for this screen.

Summary Only Report

To request the **Summary Only** report, complete the required fields, ignoring the Transaction Types required, and select the "Summary Only" function button.

The **Report Statistics** screen, shown in Figure 4.7, will display. From that screen, select the output format you want, then select "OK."

A sample of this report is shown in Figure 4.8.

IPAC BILLS

ALC	Bill Number	Transaction Type	Accomplished Date
11440001	Z6142013	Payment Over Cancellation	2001/07/23

Figure 4.8   Extract and Create TRACS Report--Summary Only Report

Document Date: August 22, 2001   4.9

Summary With Detail Report

To request the **Summary With Detail** report, complete the required fields, including the <u>Transaction Types</u>, and select the "Summary With Detail" function button.

The **Report Statistics** screen, shown in Figure 4.7, will display. From that screen, select the output format you want, then select "OK."

A sample of this report is shown in Figure 4.9.

SUMMARY WITH DETAIL

Originating ALC	Customer ALC	Document Refeerence Number	Summary Amount
20090700	12400001	Z6145487	($183.42)

Accomplished Date	Accounting Date	Number of Detail(s)	Originator DO Symbol
7/17/01	7/31/01	1	HQOAB

ALC Contact

Barbara Gray

Contact Phone

202-874-7738

Contact Email

barbara.gray@fms.treas.gov

Bill Number: Z6145487

Transaction Type: Unavailable Check Cancellation

Transaction Date: 7/17/01

Check Symbol	Check Serial Number	Check Date	Payment Type	Account Symbol	DIS/CTR/C	SRC	SC	Dollar Amount
3151	01114602	5/31/01	P	1BA0910000000	S	A	32	($183.42)

Payee Id: 543376421

Payee Name: KATHY C LE

Agency Reference: PAYE01153

Previous Document Type: C Number: 133641 Date 1/6/27

Figure 4.9   Summary with Detail Report

Document Date: August 22, 2001   4.11

TRACS Transaction Download

This menu option exports transaction data from TRACS in a standardized format. It produces a **C**omma **S**eparated **V**alue (CSV) or **T**ab **S**eparated **V**alue (TSV) file that can be imported by other software for further data analysis or processing. CSV and TSV files are further defined in the *Glossary*. Selecting this report option will not provide the capability to produce HTML or PDF files for direct viewing or printing.

When you highlight the **TRACS Transaction Download** report and select the "Reports" button, the **Report Request** screen shown in Figure 4.9 will display.

Figure 4.9   TRACS Transaction Download Report Request

TRACS Transaction Download data entry fields

Report File Description
This field is used to name and/or describe the report. It will be this name or description that displays in the system when you later retrieve the report for viewing, printing or discarding. The description that you assign to the report should be as meaningful as possible to help with later report identification..

ALC
If you entered an ALC on the **TRACS Main Menu**, it will display in the <u>ALC</u> data entry box. You may enter an ALC if none displays, or you may change the ALC already in the box. This field is required.

Start Date

End Date

Enter the dates for which you want to retrieve the TRACS transactions. Both of these fields are required. Dates must be entered in YYYY-MM-DD format. Transactions before the <u>Start Date</u> or after the <u>End Date</u> will not be included in the report. These fields are required.

TRACS Transaction Download function buttons:

"OK"
> Accepts the information on the screen as the Report Description, Start and End Dates and ALC criteria, generates the Transaction Download report data and displays the **Report Statistics** screen shown in Figure 4.10.

"Clear"
> Returns the data entry fields to their state the last time the screen was displayed.

"Return to TRACS Main Menu"
> Discards any entries you have made in the fields on this screen and returns you directly to the TRACS Main Menu.

"Help"
> Displays the system help for this screen.

Report Statistics

Figure 4.10 illustrates the **Report Statistics** screen used generate TRACS Transaction Download reports.
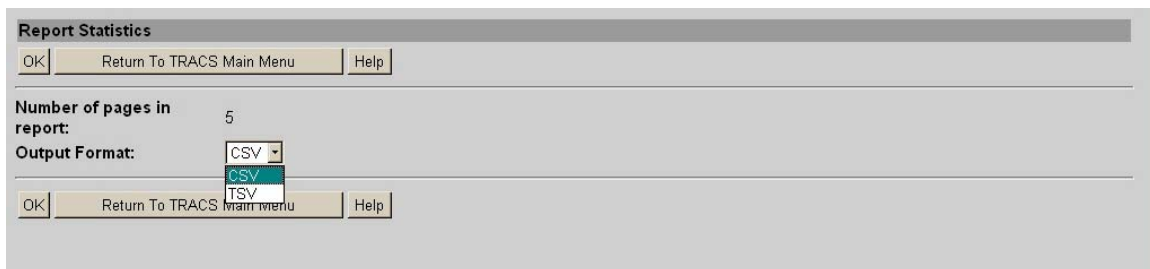

Figure 4.10   Report Statistics

This screen tells you the number of pages the report or document will have and provides you with a drop-down menu of output formats.

Output Formats

The Output Format choices on the Report Statistics screen are CSV and TSV.

CSV (Comma **S**eparated **V**alues**) (**comma delimited**)**
> A file format that separates data fields with commas..

TSV (Tab Separated **V**alues**) (**tab delimited**)**
> A file format that uses tab characters (ASCII 9) as separators between fields.

CSV and TSC formats are used to transfer report data from the TRACS system to another program for internal use or formatting.

Function Buttons

The function buttons on the **Report Request** screen are:

"OK"
Accepts the Output Format selected and generates the report..

"Return to TRACS Main Menu"
Discards any entries you have made in the fields on this screen and returns you directly to the TRACS Main Menu.

"Help"
Displays the system help for this screen.

Selecting "OK" from the **Report Request** screen will bring up the **Report Statistics** screen shown in Figure 4.10.

Figure 4.10   TRACS Transaction Download Report Statistics

This **Report Statistics** screen is different from most of the TRACS Report Statistics screens because the <u>Output Format</u> menu is different. Instead of the usual HTML or PDF output formats, you are able to select CSV or TSV file types.

Saving Data in CSV or TSV Format

Both CSV and TSV formats can be used to transfer the raw data from TRACS to another program, which will format the data for viewing, printing or internal use. These file types are intended for exporting data to other software rather than for direct viewing by the user.

CSV is a file format that separates data fields with commas. The character data is usually surrounded by quotes. **TSV** is a file format that uses tab characters as separators between fields. Unlike CSV files, the character data is not usually

surrounded by quotes. The format you choose will depend on the requirements of the program that will be importing the data.

When you choose one of these formats and select "OK", a dialogue box will appear on your screen notifying you that you have started to download a file of type application/csv_ipac (or application/tsv_ipac), similar to Figure 4.11. This box shows you that the browser you are using does not recognize the type of file that you are preparing to download to your computer. Since the browser will not be responsible for handling the file you are creating, and you will be importing the data into a different software package, you can simply click the "Save File" button.
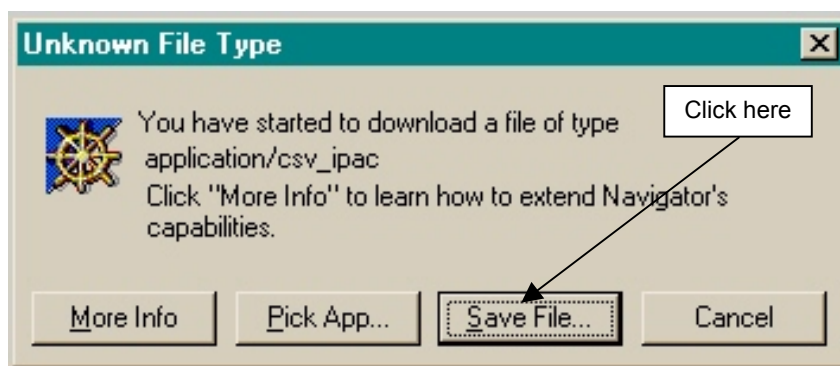

Figure 4.11   Unknown File Format

This will bring up a standard Windows "Save File…" Dialogue Box where you can name the output file, choose the location for the file and specify the type of file to save. The location and name you choose for the file will depend on your computer's configuration, your agency's procedures and the program that will be importing the data.

Since data saved in TSV or CSV format is not intended to be viewed or printed within the TRACS application, no sample of this report is included in this manual.

All TRACS generated reports are stored in the TRACS System database. Once the information from a report is no longer needed, the report can be deleted from the database through the "Report Retention Management" option on the **TRACS Main Menu** (see *Section 1*).

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